

**GRAPHICS TECHNICIAN
MAYOR'S OFFICE**

SALARY RANGE: \$18.45 - 24.72 per hour

CLOSING DATE: February 29, 2016

ABOUT THE JOB:

Operates and maintains production copiers; performs bindery and finishing work; Produces graphic design services for city departments, including: brochures, posters, mailings, reports, and other graphic materials, from existing templates or from scratch.

ESSENTIAL FUNCTIONS OF THE JOB:

- Schedule and complete production of reprographics projects, monitoring for timely delivery and communicating the project status to customers;
- Operate and perform basic maintenance on a variety of machines, including color and grayscale production copiers, fleet copiers, and bindery/finishing equipment;
- Create or revise graphic materials using desktop publishing software such as: PC versions of Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat) and Microsoft Office (Word, Excel, Publisher); knowledgeable of current/recent versions;
- Reproduce regular agenda packet materials for city council, board, and committee meetings and city budget documents;
- Determine bid specifications for printed materials and solicit and analyze bids when necessary;
- Maintain inventory of reprographic supplies;
- Maintain and file artwork, bids, and other materials and records, including master templates;
- Ensure that materials adhere to city graphic identity standards. Proof own work and work of others for accuracy and consistency;
- Participate in ensuring compliance with copyright laws;
- Assist processing incoming and outgoing mail, receiving shipments in the mailroom, and distributing/delivering as required;
- Assist city staff, as needed, with questions, procurement of reprographic supplies, audio-visual equipment checkout and support of fleet copiers;

- Perform work independently and as part of a team, with accuracy, great attention to detail and high productivity, while meeting aggressive deadlines;
- Provide professional and courteous service to internal and external customers;
- Support and respect diversity in the workplace.

WORKING CONDITIONS:

Daily lifting, moving or carrying objects weighing up to 50 pounds; weekly lifting, and moving objects in excess of 50 pounds; must access small, confined and/or low spaces on a daily basis; daily exposure to high noise levels of equipment; daily exposure to equipment with a cutting potential.

TO QUALIFY:

High school diploma or GED, technical training and 2 years' experience in printing or graphic arts, or an equivalent combination of education and experience enabling ability to perform the essential functions of the position. Requires knowledge of English grammar, spelling and usage; ability to file accurately and use a keyboard; and experience with desktop publishing and office software. Requires a valid driver's license and the ability to meet the city's driving standards.

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

Cover letter and resume must be submitted for this position. Please email documents to HRjobs@BeavertonOregon.gov.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.